



CITY OF LAKE STEVENS
REQUEST FOR QUALIFICATIONS/PROPOSALS
CONTRACTED CITY ATTORNEY SERVICES

The City of Lake Stevens invites interested individuals or firms to submit qualifications for contracted City Attorney services. Submissions are due at City Hall by 5:00 p.m. on July 1, 2016. Faxed proposals will NOT be accepted.

The City seeks services encompassing the traditional scope of City Attorney services including legal counsel, opinions, consultation and coordination with special counsel. Attendance at a variety of meetings will be required, including staff meetings and Council meetings as specified. This will not include prosecution services. For a copy of the RFP you can access the City's website at www.lakestevenswa.gov or phone Kathleen Pugh at 425-377-3225 or email kpugh@lakestevenswa.gov

Delivery: Submission may be mailed or hand delivered to the City Hall, 1812 Main Street, P.O. Box 257, Lake Stevens, WA 98258. Please see the RFP for specific information regarding delivery.

Communications: All communications regarding this request for proposals are to be directed to City Administrator Mary Swenson, mswenson@lakestevenswa.gov.

Minimum Qualifications:

1. Each attorney who would provide services must possess a Juris Doctorate degree and have graduated from a law school accredited by the American Bar Association;
2. Each attorney who would provide services in the proposed team must be a member in good standing of the Washington State Bar Association;
3. The proposed designated City Attorney must have a minimum of five years of experience in the field of municipal law with particular experience in land use, public works construction and real estate transaction.

The City of Lake Stevens reserves the right to reject any or all proposals, waive technicalities or irregularities and to accept any proposal if such action is believed to be in the best interest of the City.

STATEMENT OF QUALIFICATION/PROPOSAL REQUIREMENTS

Proposals shall include the following:

1. Description of your law firm/private attorney practice and services the firm is capable of providing, including an explanation of how these services will best meet the City's needs. Five or more years of experience in municipal law is required. Land use law experience is also required.
2. A list of references regarding reputation and qualifications of the law firm/private attorney.
3. Proposals shall clearly set forth fees or fee structure to be charged for services. A flat fee proposal is preferable, with additional services available for a negotiated hourly rate.

Disclosure of any pending litigation or judgments entered against the law firm and any attorney who may provide services to the City in any matter relating to professional activity of the firm or attorney, including any pending or prior complaints to the Washington State Bar Association and the outcome thereof.

Scope of Work

The City will need a full array of Municipal City Attorney services. General legal counsel for the Mayor, City Council and staff including but not limited to:

- Attending meetings with Mayor, City Administrator and staff when requested.
- Being available for phone consultations with the Mayor, Councilmembers, City Administrator and staff.
- Bringing to the attention of the Mayor, City Council, City Administrator or staff matters of relevance as a result of new legislation or recent court decisions.
- Maintaining a liaison with other associated special counsel.
- Attending and actively participating in management meetings as needed.
- Attendance at all regular City Council meetings. The City Council regularly meets the second and fourth Tuesday evening of each month.
- Availability for special sessions of the City Council.
- Review and original preparation of ordinances, resolutions and contracts when requested.
- Litigation services – representing the City either as a plaintiff or defendant. Representing the City before Administrative proceedings before other governmental units or agencies.
- Services related to the formation of Local Improvement Districts and the collection of assessments.
- Contract law including such subjects as personal services, equipment and real estate leases and purchases.
- Eminent Domain
- Right of Way acquisition
- Utilities

Areas of particular need are real estate and land use law, public records act compliance, zoning and development regulations, platting, Growth Management Act compliance, annexations and Shoreline Management Act compliance.

SELECTION PROCESS

Submittal Criteria: The Selection Committee, determined by the Mayor, will review all proposals and may invite the most qualified firms to an interview. In reviewing and evaluating the submitted proposals and interviews, the Selection Committee will use the following criteria:

- Advanced knowledge of municipal law.
- Availability, references, and billing rates of person or persons serving as the City's contracted attorney.
- Advanced understanding of Washington State land use law including, but not limited to GMA, SMA and SEPA.
- Proposed fee structure. All responses should include a proposed compensation package, inclusive of all service costs. The City is open to a variety of approaches, including hourly rates or a flat monthly with add-ons. The City will select the finalists by considering the proposed compensation as a "best and final offer", although the City reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of the City, including costs.
- Qualifications of the key staff that will be assigned to the City. (Indicate their assigned role, amount of time available, past relevant experience and resume, etc.)
- Include a rate schedule for all assigned staff. (Please address experience with municipal government legal services.)
- Names and references, including contact person and telephone numbers of organizations for which the firm has provided similar services.

ADDITIONAL SELECTION CRITERIA

Submittals will be narrowed to a short list that may be asked to participate in interviews. In addition to those areas referenced above, the City will review and evaluate each statement of qualifications on the basis of:

- Demonstrated understanding of municipal government issues and law
- Proposed fee structure
- Qualifications of assigned counsel and other staffing resources
- Availability of legal counsel to attend meetings and otherwise serve the City of Lake Stevens
- Results of references
- The City reserves the right to modify the selection criteria

CONSULTANT FEE AND CONTRACT

Upon selection, the fee and contract will be negotiated with the Mayor. Any final contract for services will require approval of the City Council.

QUESTIONS

All questions regarding this proposal shall be directed to:

Kathleen Pugh, City Clerk

Email: kpugh@lakestevenswa.gov

Phone: 425-377-3225

TERMS AND CONDITIONS

Not all firms or individuals may be interviewed. The firm and/or individual who makes a proposal shall be solely responsible for the accuracy of the information supplied. The City of Lake Stevens reserves the right to reject any and all proposals, to issue one or more agreement(s) for the intended scope of services, to waive minor irregularities, to issue additional RFPs, and to either substantially modify or abandon the selection process prior to any award of a contract. The City reserves the right to negotiate all elements which comprise the apparent successful proposal to ensure that the best possible consideration is afforded to all concerned. Nothing contained herein shall require the City of Lake Stevens to award a contract, and the City of Lake Stevens reserves the right to determine its own selection criteria in the award of the final agreement. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City and shall at a minimum reflect the specifications in the RFP. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP and which is not approved by the City Council. The City shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to this RFP. All proposals submitted shall be considered public records and are subject to disclosure.

SCHEDULE OF PROPOSAL PROCESSES

The City provides the following schedule. This is for information only and will be adjusted as needed. Proposers are encouraged to reserve flexibility for interviews as the City will not be able to allow much advance notice when scheduling initial interviews.

- Distribution of RFP – June 10, 2016
- Deadline for Submittal of Proposals – July 1, 2016 at 5:00 p.m. All submissions must be received by the City no later than this date and time. Late submissions will not be considered.
- Possible Finalist interviews: To be determined
- Firm selection: To be determined.

SUBMISSION DEADLINE

Five (5) copies of the proposal shall be submitted on or before 5:00 p.m. on July 1, 2016 to:

Mailing Address:

City of Lake Stevens
Attention: Kathleen Pugh, Deputy City Clerk
Post Office Box 257
Lake Stevens, WA 98258

Hand Delivery Address:

City of Lake Stevens
Attention: Kathleen Pugh, Deputy City Clerk
1812 Main Street
Lake Stevens, WA 98258

Digital proposals may be submitted via email, but the City assumes no responsibility for formatting or transmission errors.

Proposals should be prepared simply, providing a straightforward concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. Items such as special binders, color displays, glossy finishes, and promotional materials are not desired. Submittals should be limited to a total of 25 pages including attachments.